



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
05-45

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DEPARTMENT REVENUE		DIVISION CASH & DOCUMENT PROCESSING		SECTION FACILITIES MANAGEMENT		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION		RETENTION PERIOD		SPECIAL INSTRUCTIONS		
1	Building Safety Inspections		Retain until superseded or obsolete.		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.		
2	Homeland Security Files		Permanent				
3	Tenant Council Minutes		5 Years + Current				
4	CPR Class Roster		1 Year + Current				
5	Building Incident Reports		Retain until superseded or obsolete.				
6	Annex Building Facility/Security/Safety History		Retain until superseded or obsolete.				
7	Pierce Street Building Facility/Security/Safety History		Retain until superseded or obsolete.				

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Kitchin</i>	Date 9-8-2004	Records Liaison Officer's Signature <i>Julie Raybel</i>	Date 8-31-04
Attorney General's Signature <i>Ken Salazar by [unclear]</i>	Date 1 Nov. 2004	State Auditor's Signature <i>Shelly Symanski</i>	Date 9/24/04